Center on Innovation and Improvement www.centerii.org

Support for School Improvement School-Level Instruction Handbook

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Welcome to the Support for School Improvement web-entry system!

A school improvement, district improvement, or restructuring plan's success depends upon district and school collaboration and focus, engagement of parents and the broader community, and disciplined, competent implementation. This web-entry system provides an easy and organized method to work through the set of indicators by which district and school teams can assess their progress and plan and monitor their improvement. While every item may not be appropriate to a particular district or school's situation, each will provide food for thought in discussing an improvement plan. The checklists will also guide district and school teams through the implementation of their plans and into continuous improvement. The sets of items you will see in this system are arranged sequentially to carry teams through an examination from general (district context) to specific (classroom teaching). The process of "assessing" each indicator based upon the current practices of the district and school is an attempt to draw attention to areas of obvious strength and areas in apparent need for improvement.

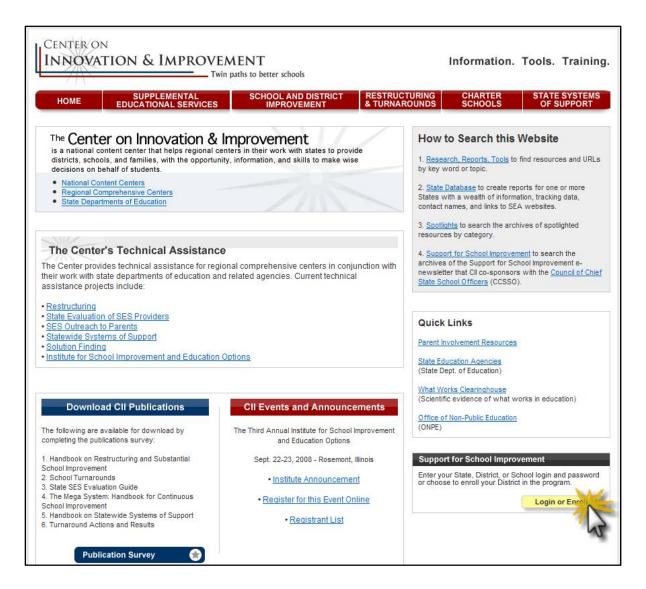
Helpful Information:

- 1. Using this web-entry system requires Internet Explorer 6.0 or higher.
- 2. This web-system times-out after 45 minutes of inactivity. At that time, you will see a message indicating that you need to login again. Saving your data often will ensure that you don't lose any you have entered.
- 3. Use the links at the top right of most pages to move among the web pages.
- 4. Click the WiseWays™ link when assessing and creating tasks for each indicator/objective to review research-based evidence and examples.
- 5. If you have any technical questions about this web-entry system, please email us at SSI@adi.org.

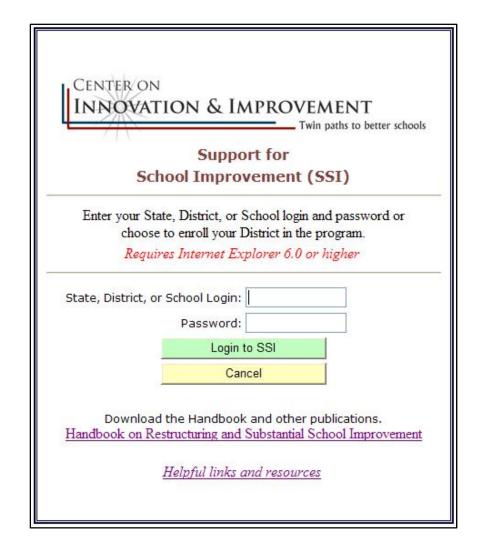
With that said, you're ready to begin...

Getting Started

1. To get to the Support for School Improvement web pages, you will need to open the website for Center on Innovation and Improvement – www.Centerii.org. On this web page click on the "Login or Enroll" button at the bottom right of the page (you may need to scroll down) in the Support for School Improvement box.

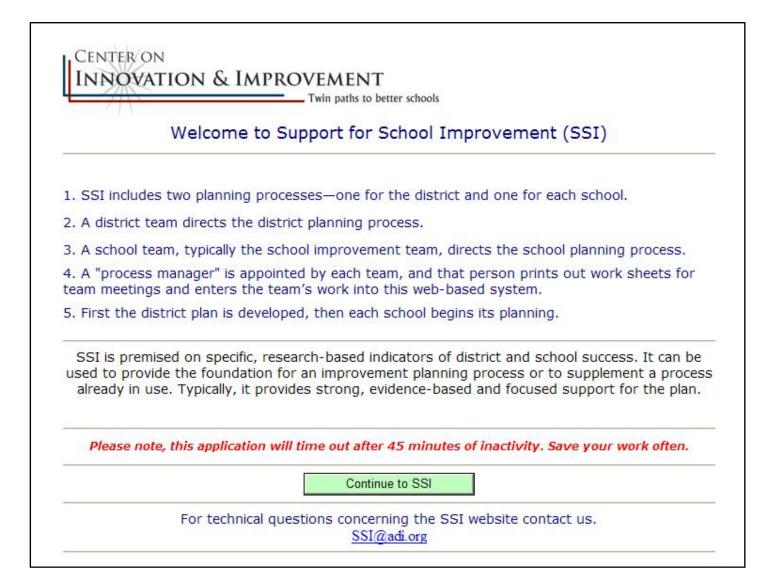


a. When your district registers your school, the school login and password information will be sent to the school principal and process manager. With this information in hand, you may return to the SSI login page to enter the web system. **Remember, this web-entry system requires you to use Internet Explorer 6.0 or higher.** (Use the link on the Center for Innovation and Improvement homepage at www.centerii.org to return to the login page.)



School-Level SSI Process

1. Welcome screen – Click the "Continue to SSI" button to move into the SSI web entry system.

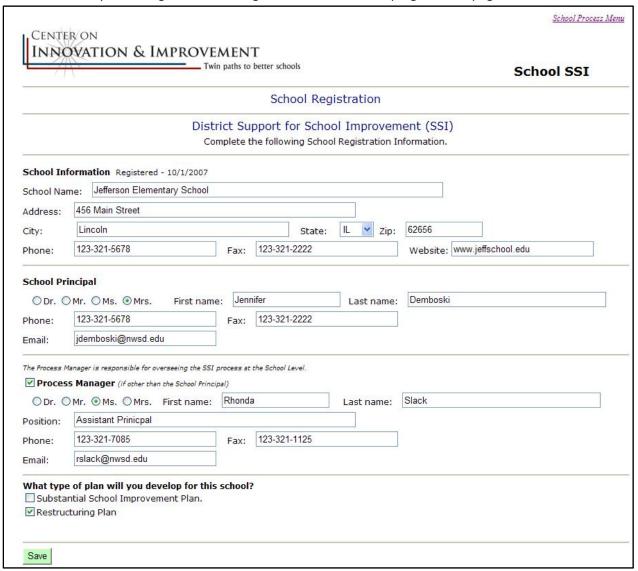


2. Step Descriptions – The SSI process includes the 6 steps listed here. As you work through each step, the date you've completed or started your work will show in the table. Below the table you will find the "Print SSI process reports" link for printing the data you've entered in each step. In the top right of the screen there is a link to take you back to the www.centerii.org home page. You will also find a link to "Helpful links and resources" for your use as you move through this process. The "Coaching Comments" screen is used for conversation between the district and school pertaining to specific steps or indicators. When you have received a "coaching comment" from the district, you will see the following notation in red on this page – "A new coaching comment was added [date]." Click the "Coaching Comment" button to respond.



3. Entering/Editing School Data

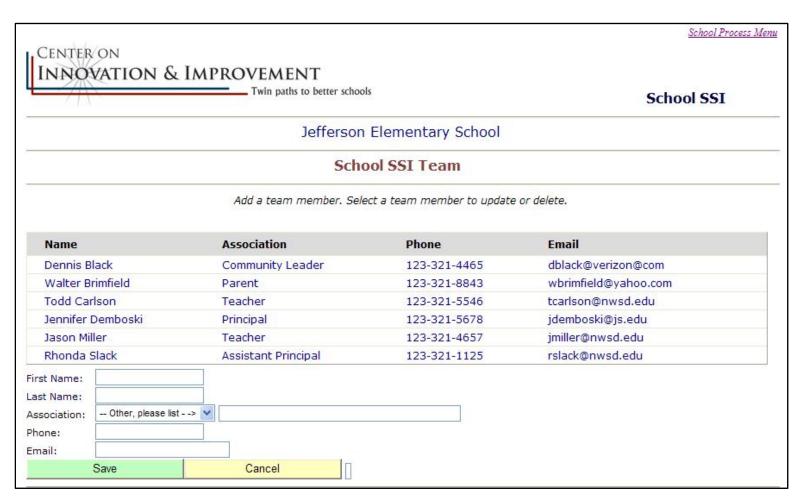
a. Step 1 – Register School – this data is entered by the district at the time the school is registered for the SSI process. This data may be edited, if necessary. Click "Save" to save your changes when editing. Use the link at the top right of the page to return to the School Process Menu.



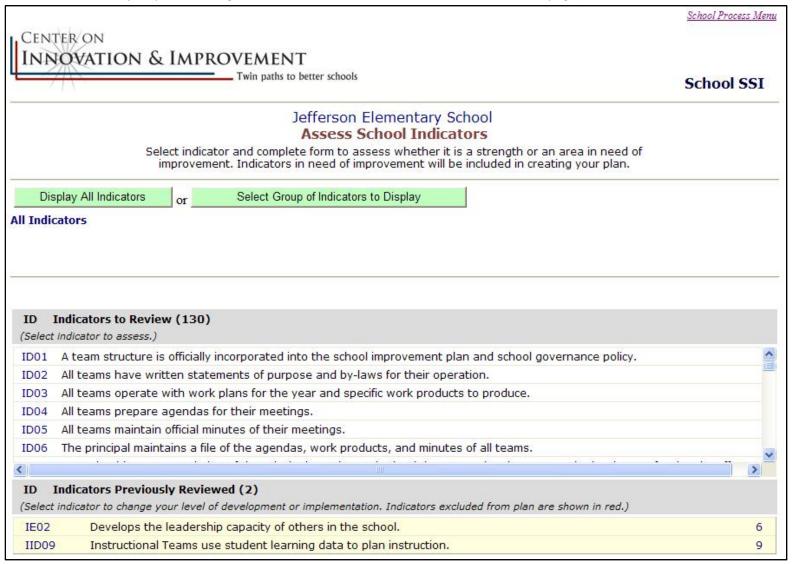
b. Step 2 – Provide School Information – In this a two-page form you will enter demographic and assessment data about your school. You may print a copy of this page to use when gathering the data, and then return to this page to enter your information. Be sure to click "Save" when you are finished. Use the link at the top right to return to the School Process Menu.

		School Process Menu
CENTER ON		
INNOVATION & IMPROVEMENT Twin paths to better schools		North Control of the
I will paths to better schools		School SSI
Jefferson Elementary	y School	
School Information p	age 1 of 2	
Suggestion: print this page, complete work, then enter	er information into web page.	Print
Percentage of Students by Ethnicity		
Please make sure the percentages equal 100%. Round each percent to the neares	st percentile, i.e. 26.8 = 27. (numb	ers only)
9 % American Indian/Alaskan native	8 % Hispanic	
32 % Asian/Pacific Islander	6 % White, not Hispanio	
45 % African-American, not Hispanic	0 % Other	
Other Student Demographics (numbers only)		
75 % Percent of Students Qualifying for Free or Reduced Lunch		
6 % Percent of Students Receiving Special Education (IEP students)		
96 % School Attendance Percentage		
23 % School Mobility Percentage		
0 % Percent of Students that are Limited English Proficient (LEP)		
0 % Percent of Students Whose Parents Read Spanish but not English		
School Personnel (numbers only)		
Indicate the number of staff at your school in each of the following categories:		
-Include only personnel who are at least half-time in building -Include each person only once		
7.2 186 NO. 640	0 Family / Parent Liaison	
a distribution of the state of	- raining / rainere Elaison	1
2 Special Education Teachers	1 Reading Specialists	
2 Specials (Art, Music, PE, etc.)	7 Teacher Aides	

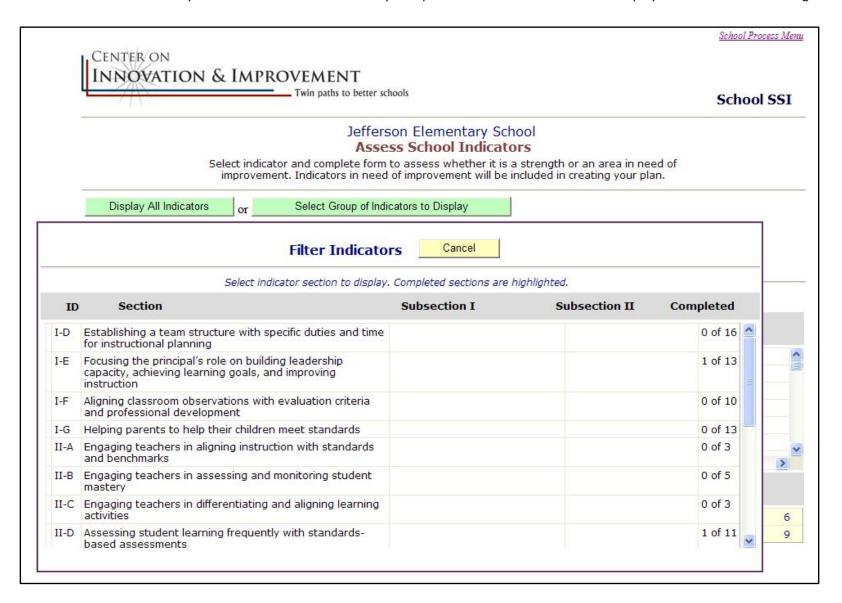
c. Step 3 – Form School Team - Here you will enter the members of your School Team. This team should include your Principal, your process manager (if different than your principal), and any others you choose to include from the school and community. Use the "Add a Team Member" button (not shown here) to enter the information for each team member. Click "Save" to add them to the list. If you need to edit or delete a team member's information, just click on his/her name to make your changes. Use the link at the top right of the page to return to the School Process Menu. Remember to save after any changes. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.)



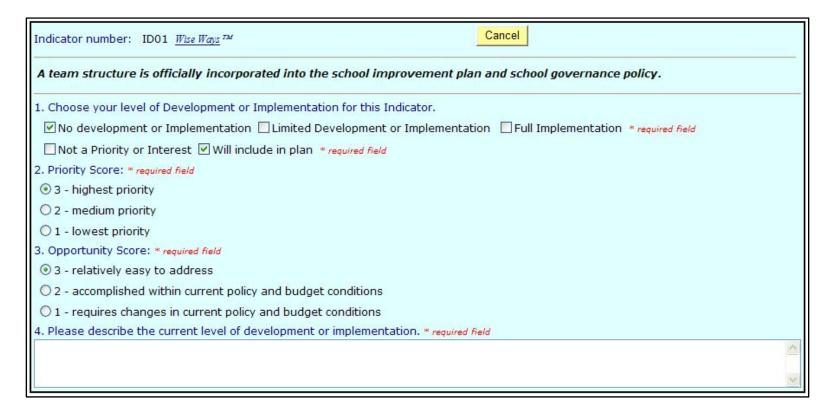
d. Step 4 – Assess School Indicators – On this page you will see the Indicators that are available to be assessed by the school. Click on each indicator to complete the assessment process. Indicators in need of improvement will be included in creating your plan. The indicators you have will then be listed in the bottom portion of this page. The indicators you have chosen to exclude from your plan are shown in red. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.)



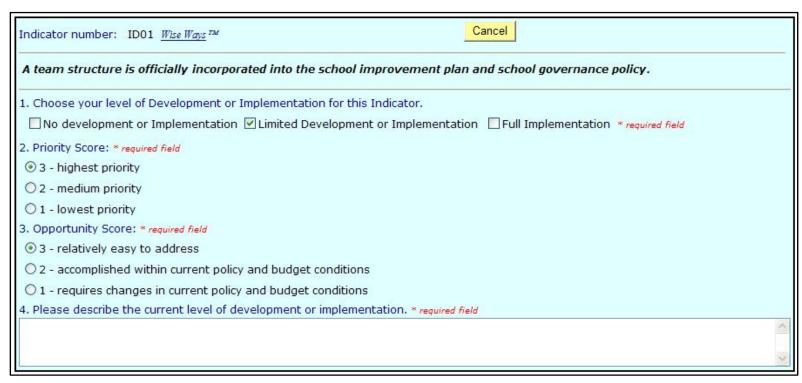
If you choose to filter the indicators and just look at them a section at a time, just click the "Select Group of Indicators to Display." Click on the section of the indicators that you would like to work to see only that portion of the indicators. Click "Display All Indicators" to view again.



i. If the level of development for an indicator is "No development or Implementation" you will determine if it is "Not a priority or interest" or "Will include in plan." If the indicator isn't a priority, you are finished entering information, and the indicator will not be included in your plan. If you choose to include the indicator in your plan, you will need to complete the "Priority Score – how important is it to include this indicator in our plan at this time" and "Opportunity Score – the level of ease with which this indicator can be implemented," and describe the current level of development or implementation. Click "Save this Indicator" when finished. The "Wise Ways" link next the indicator number will take you to research-based evidence and examples that will be helpful in assessing this indicator.



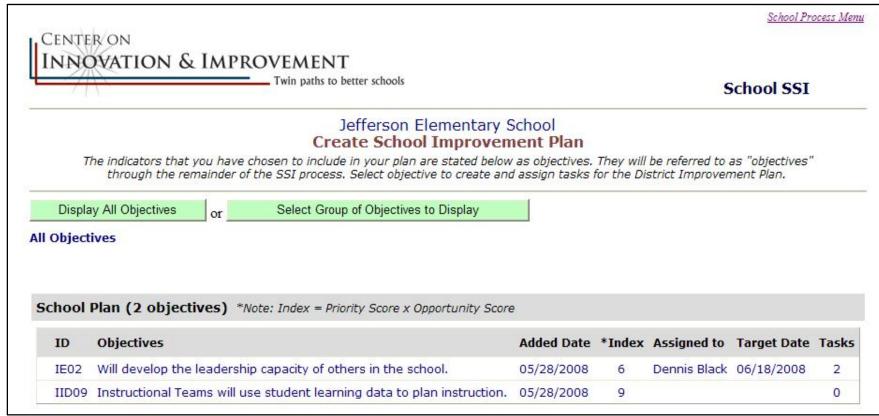
ii. If you choose "Limited development or implementation," the following information must be completed.



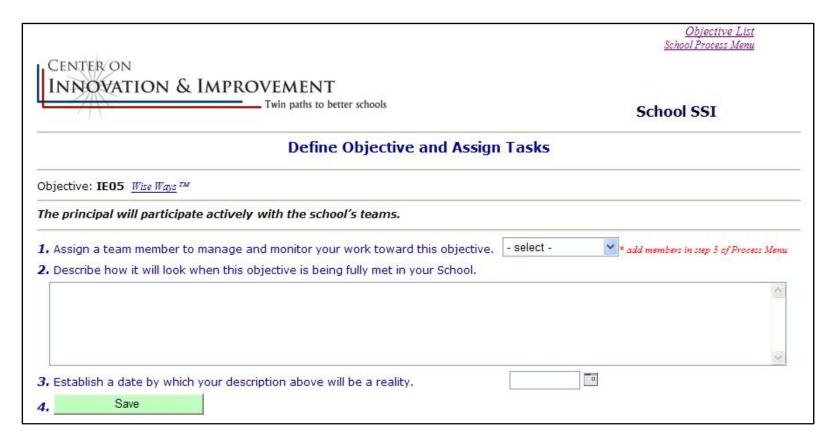
iii. If you choose "Full Implementation," you must complete the following information. Please give a detailed explanation of the evidence that you are fully implementing this indicator.



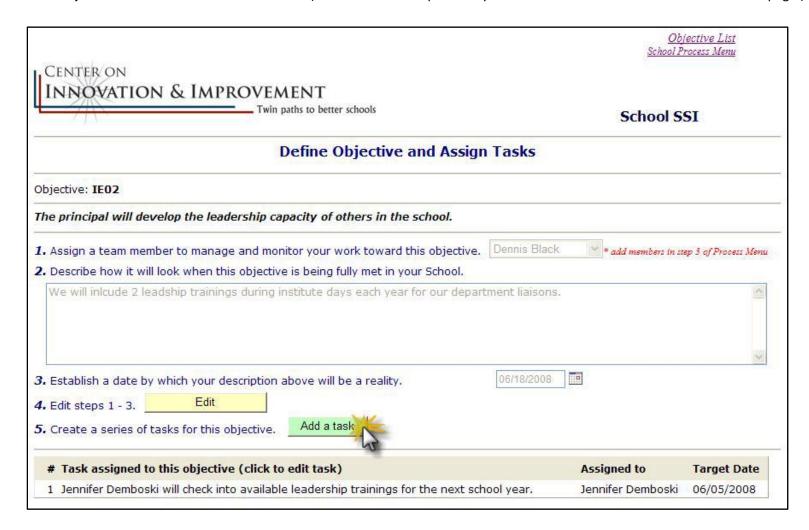
a. Step 5 – Create School Improvement Plan – Now that you have assessed your indicators, those that you have chosen to include in your plan are listed in Step 5 as objectives. (The same filtering options that you used in Step 4 for the indicators apply here to the objectives.) For each objective you see the date that you chose to include it in your plan and the Index (Priority Score x Opportunity Score). This information is helpful in deciding which objectives to start with. You are now ready to begin assigning objectives to the members of your team, and the work of improvement begins! Click an objective to assign it to a team member. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.)



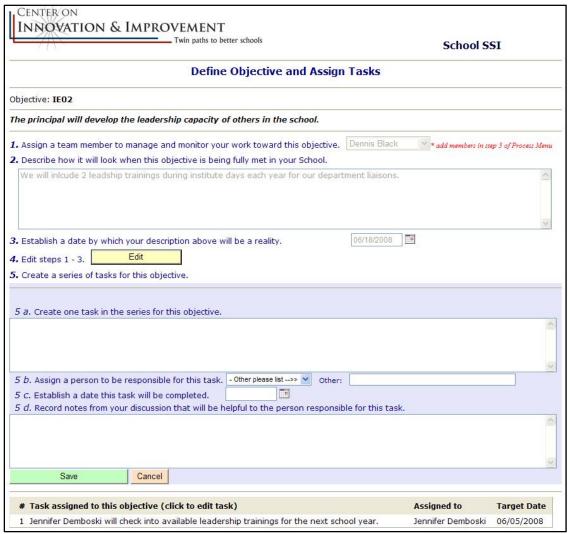
i. Assign the objective – First, you will choose a member of your School Team to manage and monitor the work toward this objective. If the person you would like to assign to this objective is not already included in your School team, return to step 3 and add them before proceeding. To give some direction to those working on this objective, you must describe how the objective will look when it is fully met. The "Wise Ways" link next the objective number will take you to research-based evidence and examples that will be helpful in creating a plan for implementing the objective. Finally, you will choose a date by which the objective will become a reality. Click "Save" when you're finished.



ii. Create Tasks – Once the objective has been assigned to a team member, you will create a list of tasks needed to complete (or meet) the objective. Click the "Add a Task" button. (Note: You will see previously entered tasks listed at the bottom of this web page.)



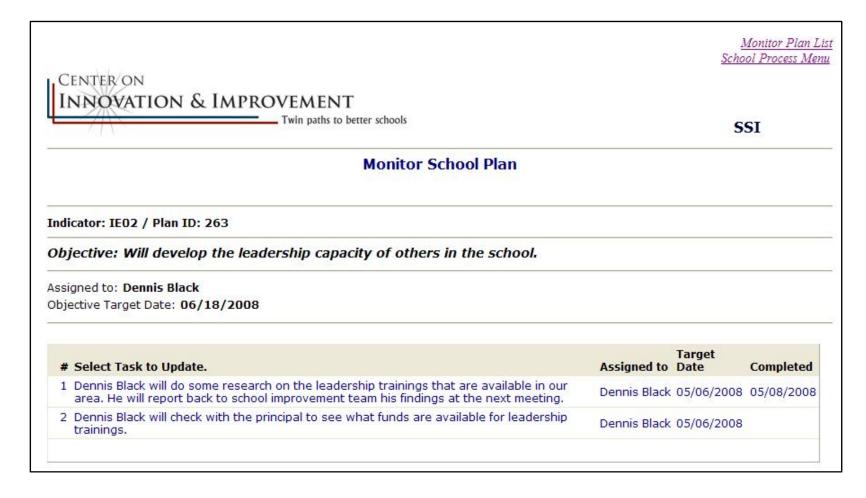
iii. Enter a description for each task that will be helpful in working toward meeting the objective. Assign this task either to a member of the School Team, by choosing their name from the drop-down list, **OR** move to the "Other" field to enter the name of a person who is not on the School Team who will be in charge of this task. You will also need to enter a date by which this task should be completed and any additional notes about the task that will be helpful for the person to which it is assigned. Click "Save" once you've finished. Repeat to enter all tasks for the objective.



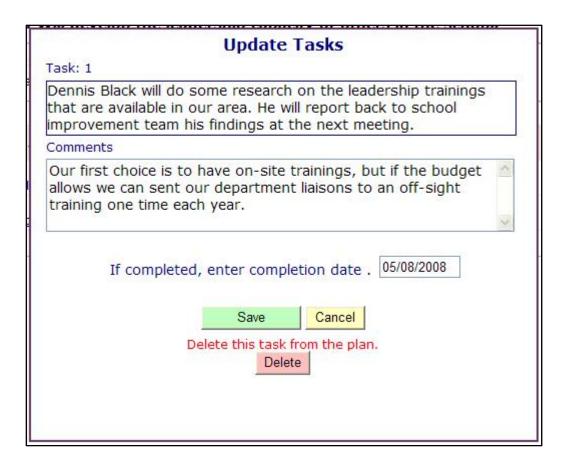
f. Step 6 – Monitor Implementation of School Plan – Now that your plan has been created you will work to complete the assigned tasks and put the indicators into place in your district. The list of objectives you see on this page shows the person on the school team it's assigned to, the target date of completion, and the number of tasks for that objective. (The objectives in blue are still in process. Those shown in green have been met.) You will also see the percentage of tasks that have been completed as you move forward. The Status Reported column shows the date that all tasks for the objective were completed.



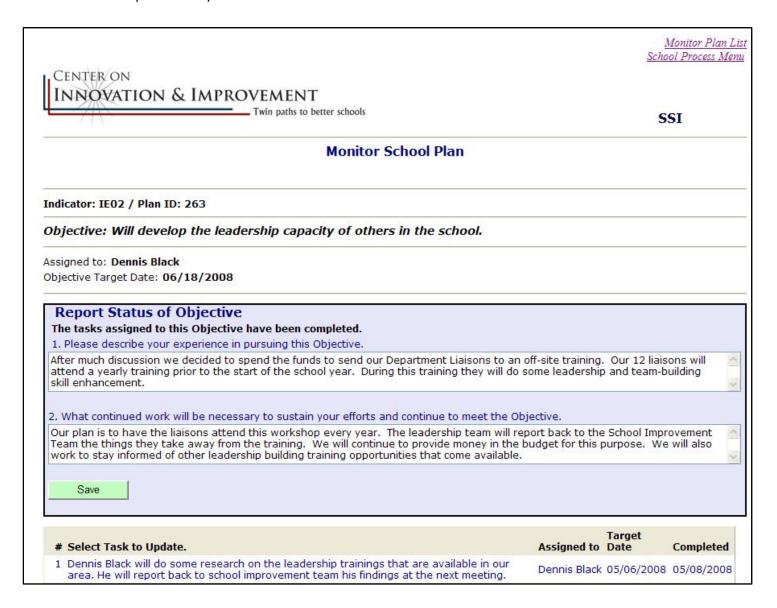
i. Monitoring the completion of tasks – When you click an objective that has not yet been completed, you will see this screen. Here you see listed the tasks created for the objective, the person it's assigned to, and the target date of completion. You will monitor the work being done and enter the date that each task is completed. Once all tasks have been completed for an objective and the completion dates have been entered into the system you will be asked for some information on your process in meeting the objective and any continuing work that will be necessary to continue to meet the objective. Use the links at the top right of the page to return to the list of objectives in the Monitor Plan List or to return to the School Process Menu.



1. Update tasks – Here you will see the task that was created. In the "Comments" field you may add information about the task to help the person who the task is assigned to. The "Comments" field may be added to as the work on the task progresses. If you want to exclude the task from the objective, you may do so by clicking the "Delete" button. Do this only if you no longer want the task to be completed for the objective.



ii. Once you have completed all tasks for an objective and the completion dates have been entered, you will see this screen where you are asked to supply some additional information. First, describe the experience of pursuing the objective. Second, describe the work that will be necessary to sustain your efforts. Click "Save" when all data has been entered.



- 4. School SSI Process Reports the following reports are available to the school to report out their progress with the SSI system
 - a. Step 1 School Registration -registration data entered into the SSI system
 - b. Step 2 School Information demographic and assessment data for the school
 - c. Step 3 Team Members lists members of School Team
 - d. Step 4
 - iii. List of Indicators Included in Plan an abbreviated list of indicators that have been assessed and their P/O Index that will be included in the plan.
 - iv. Detailed Report of Assessed Indicators a complete list of all indicators and their assessment data.
 - e. Step 5
 - iii. List of Objectives Included in Plan an abbreviated list of objectives in the plan, the description of each when met, their P/O Index, the team member the objective is assigned to, and the target date.
 - iv. Detailed Report of Objectives and Tasks a complete list of the objectives included in the plan, their P/O Index, the team member the objective is assigned to, the target date, all tasks created for the objective, the person the task is assigned to and its target completion date. This report can be filtered by team member and date range.
 - f. Step 6
 - iii. Progress Overview Report an abbreviated list of objectives in the plan, their description, the team member the objective is assigned to, the target date, the number of tasks created for the objective, the percent of tasks completed, and the status reported.
 - iv. Detailed Progress Report a complete list of all objectives included in the plan, P/O Index, the team member the objective was assigned to, and the target date the objective will be met, all tasks created for the objective, the person each task is assigned to, the target date the task will be completed, task comments, the date the task was completed, the date the objective was met, and the "experience" and "sustain" comments. This report may be filtered by team member.
 - g. Comprehensive Plan Report this report includes all data entered for all indicators/objectives. This report was created for the purpose of reporting the progress a school has made in the SII program.
 - h. Coaching Comments this report lists all comments exchanged between the district and the school. The comments are listed in date order, with the district comments in black and the school responses in green.

5. Other Helps – In the top right corner of the School main web page, you will notice a link and three green buttons. Each of these will take you to pages where you will receive additional help in using the SSI web entry system.

SSI Resources



Coaching Comments

Meeting Agenda / Minutes

Worksheets

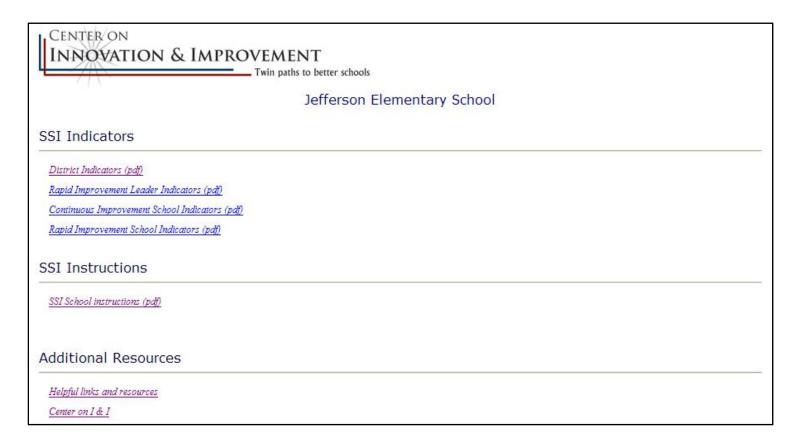
Jefferson Elementary School North West School District, IL

School SSI Process

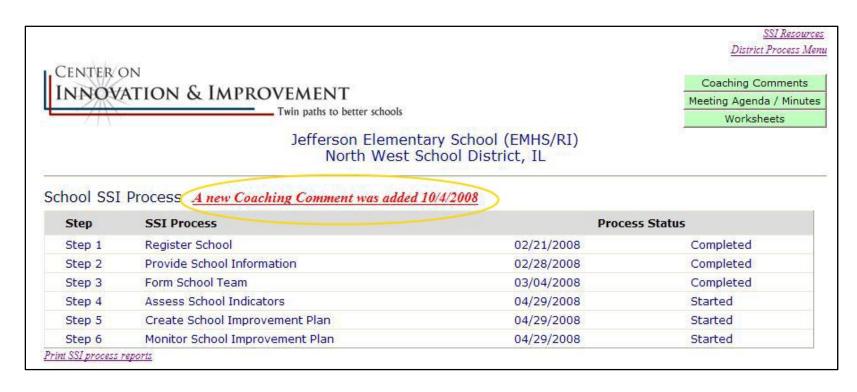
Step	SSI Process	Proces	ss Status
Step 1	Register School	02/21/2008	Completed
Step 2	Provide School Information	02/28/2008	Completed
Step 3	Form School Team	03/04/2008	Completed
Step 4	Assess School Indicators	04/29/2008	Started
Step 5	Create School Improvement Plan	04/29/2008	Started
Step 6	Monitor School Improvement Plan	04/29/2008	Started

a. SSI Resources

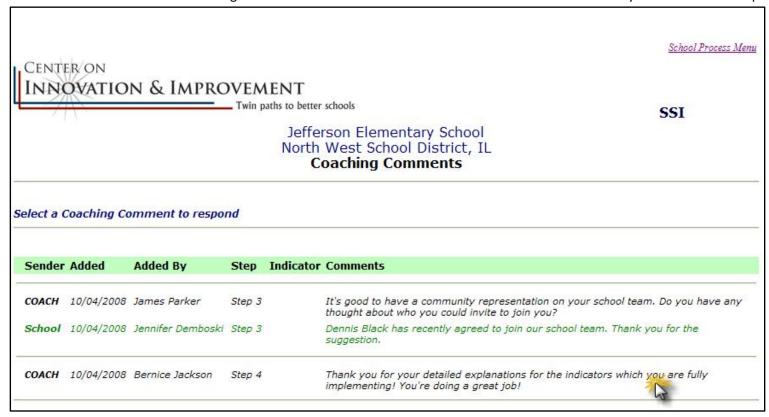
- i. SSI Indicators The links in this section of the resources will open a pdf file of the indicators that are used by districts, rapid improvement leaders, continuous improvement schools, and rapid improvement schools.
- ii. SSI Instructions The links in this section will open a pdf of the instruction manual for state, district, school, district liaison, rapid improvement leader, and rapid improvement leader mentor.
- iii. Additional Resources
 - 2. Helpful Links and Resources this link opens the search engine for resources on the Center on Innovation & Improvement website. Resources may be search for by topic or keyword. The topics include Supplemental Educational Services, School and District Improvement, Restructuring, Charter Schools, State Systems of Support, Public School Choice, and Private Schools.
 - 3. Center on I & I this link will take you back to the home CII webpage.



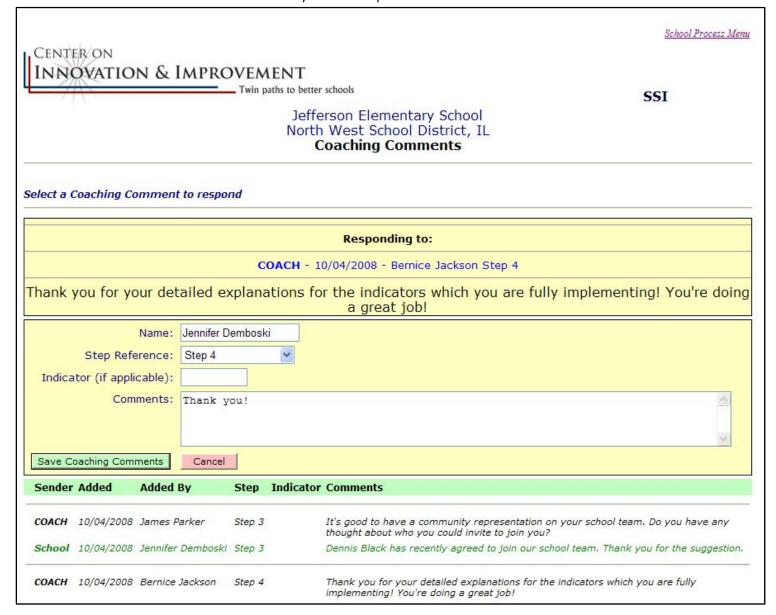
- b. Coaching Comments –In Coaching Comments you will receive helpful tips and comments from the district or district liaison. You as the school may also respond. This help is meant to be used as a quick communicate tool, not to replace in-depth discussion via the phone or email.
 - i. You will receive notification, in red, on the School main page that you've received a coaching comment from the district or district liaison.



ii. Click on the "Coaching Comments" button to view the comments from the district or district liaison. Any previous comments and your subsequent responses will be listed here. The district or district liaison's comments are listed in black with the Sender as "COACH." The school's comments are listed in green with the Sender as "School." Click on the comment to which you would like to respond.



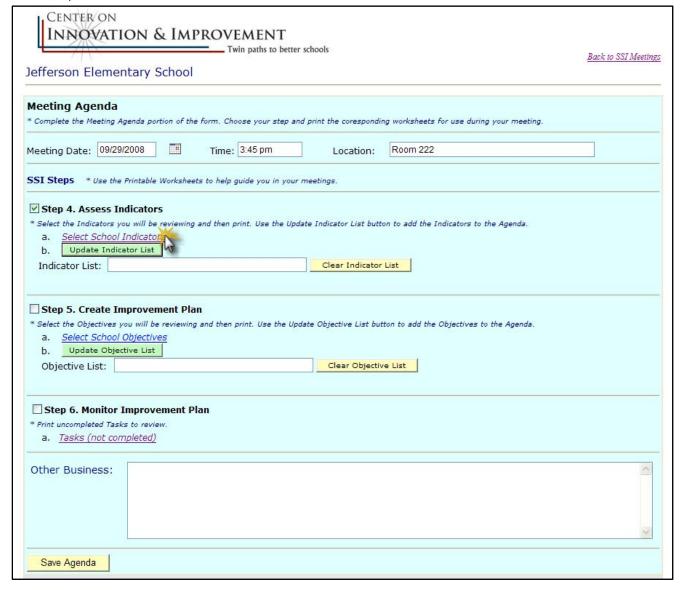
iii. This opens the fields where you will enter your response. Click "Save Coaching Comments" when you're finished. This will send a notification to the district or district liaison that you have responded to their comment.



- c. Agenda/Minutes Use the Agenda/Meeting Minutes link to keep your meeting notes organized and easily accessible. Click the "Agenda/Meeting Minutes" button to open. Once you've held a meeting and have input your agenda and meeting minutes information, you will see a list of those meetings here.
 - i. First, let's create a new agenda. Click the "Set up a Meeting Agenda" link.



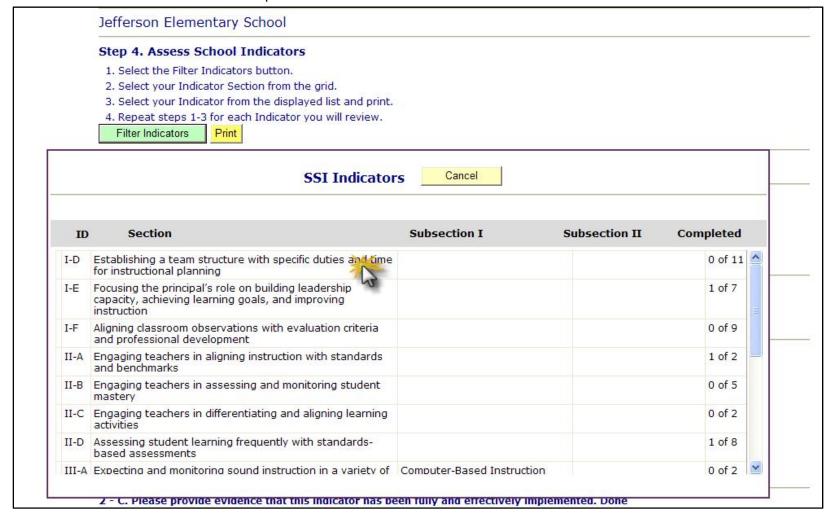
- 1. This will open the agenda entry form. First you will enter the agenda information about your meeting: date, start time, location.
- 2. Then you will indicate the topics that will be discussed at the meeting. If you're going to work on assessing indicators, check the "Step 4. Assess Indicators" box and click the "Select School Indicators" link.



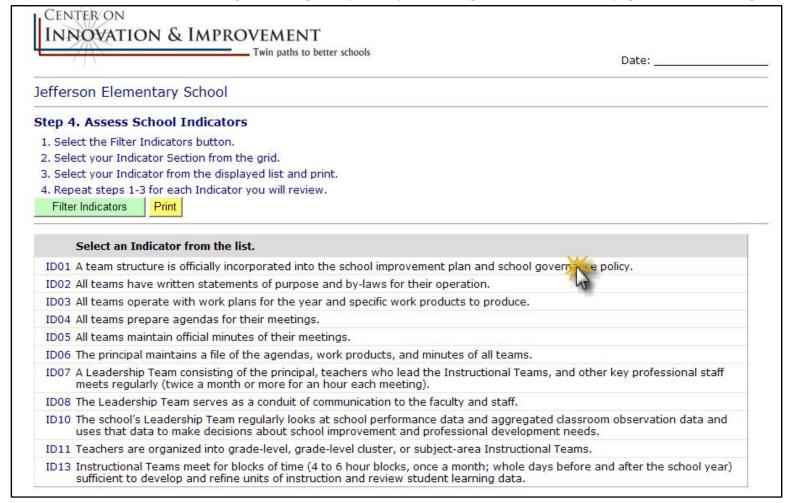
- a. This opens a tool to print a worksheet for assessing individual indicators. You will print one worksheet for each indicator you will be assessing at your meeting.
- b. Click the "Filter Indicators" button.

Twin paths to better schools	Date:
efferson Elementary School	
Step 4. Assess School Indicators	
1. Select the Filter Indicators button.	
2. Select your Indicator Section from the grid.	
3. Select your Indicator from the displayed list and print.	
4. Repeat steps 1-3 for each Indicator you will review. Filter Indicators Print	
1. Choose your level of development or implementation for this indicator. \[\begin{align*} \text{No development or implementation } \text{ go to 1 - A} \\ \text{Limited development or implementation } \text{ go to 2} \\ \text{Full implementation } \text{ go to 2 - C} \]	
1 - A. IF No development or implementation is selected choose one	
Not a priority or interest Done	
☐ Will include in plan go to 2	
2. Priority Score:	
3 - highest priority	
2 - medium priority	
○ 1 - lowest priority go to 3	
3. Opportunity Score:	
3 - relatively easy to address	
2 - accomplished within current policy and budget conditions	
1 - requires changes in current policy and budget conditions go to 4	
A LIGHT CONTROL OF THE STATE OF	
2 - C. Please provide evidence that this indicator has been fully and effectively imple	emented. Done

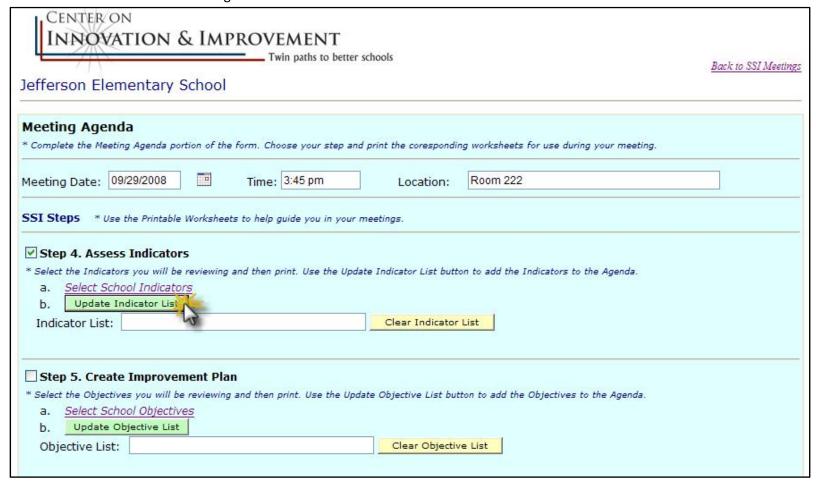
c. This opens a list of the sections of school indicators. For each section is shown the Subsection I and Subsection II headers, as well as the number of indicators in each section and how many of those have already been assessed. Click on a section to open the list of indicators for that section to choose from.



d. Now you see the list of the indicators that are available to be assessed in the section you chose. Click on an indicator that you will be assessing at your meeting, and then click the "Print" button to print the worksheet. Repeat these actions for each indicator you will be discussing. These worksheets can be copied and distributed to the school team members, along with the agenda, prior to your meeting. Close this worksheet page to return to the agenda form.



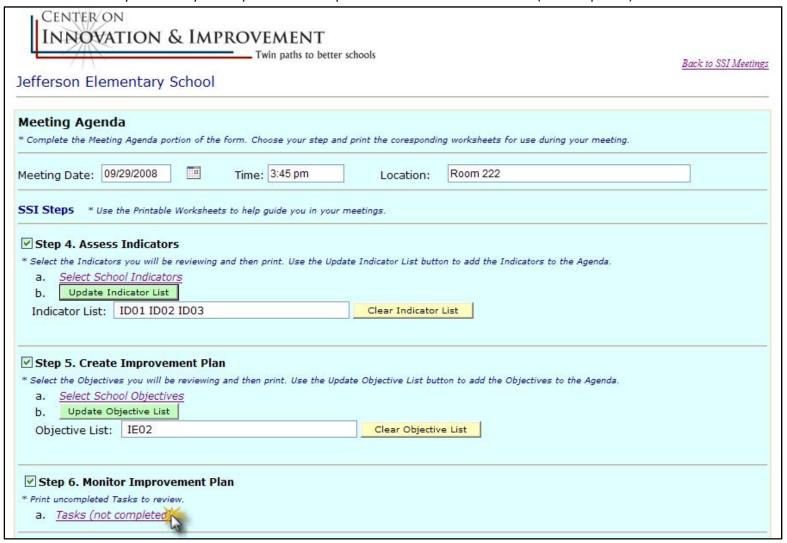
3. Next, click the "Update Indicator List" button to insert the indicator ids that you'll be assessing at your meeting into the Indicator List field on the agenda form.



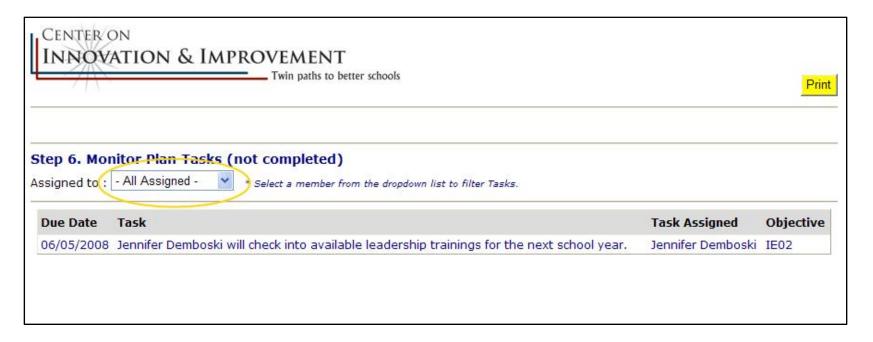
a. Now you can move on to Step 5. Create Improvement Plan. Click the "Select School Objectives" link to open the worksheet (shown below), choose the objective to include in your plan, and print the worksheet for distribution. Repeat for other objectives as necessary. This process is the same as for Step 4. Assess Indicators. (Notice that the indicator and objective numbers are now showing in the agenda form.) Close this screen to return to the agenda form.

CENTER ON INNOVATION & IMPROVEMENT Twin paths to better schools	
Step 5. Create Improvement Plan	Date:
SECURITY PROGRAMMENT CONTROL TO A SECURITY OF THE SECURITY OF	
Select Objective List to display your Objectives. Select an Objective from the displayed list and print.	
3. Repeat steps 1 & 2 for each Objective you will review.	
3. Repeat Steps 1 & 2 for each objective you will review.	
Objective List Print Print	
Assign a team member to manage and monitor your work toward this objective. Describe how it will look when this objective is being fully met.	e e e e e e e e e e e e e e e e e e e
3. Establish a date by which your description above will be a reality//	
Tasks	
T-1. Create task(s) for this objective.	
T-1a. Assign a person to be responsible for this task	
T-1b. Establish a date this task will be completed / /	
<i>T-1c.</i> Record notes from your discussion that will be helpful to the person responsible for this task.	

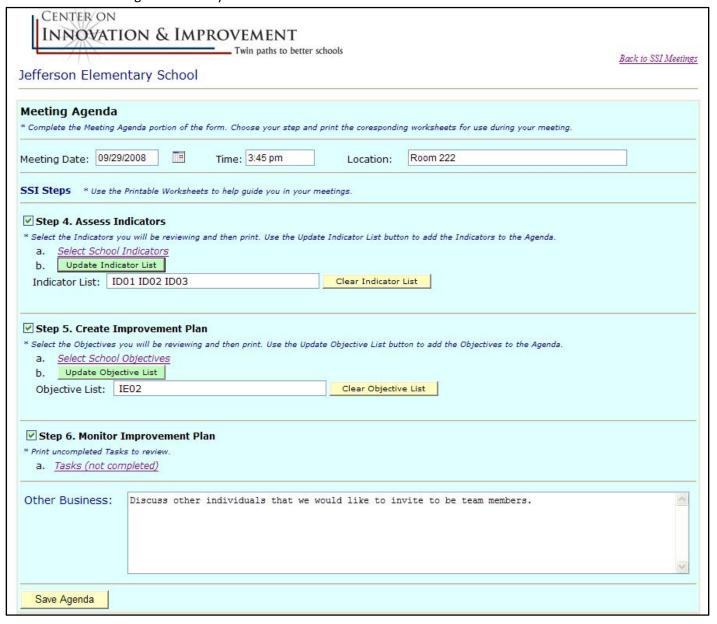
4. Now you're ready for Step 6. Monitor Improvement Plan. Click the "Tasks (not completed)" link.



a. If you're going to monitor the progress of the work being accomplished on the assigned objectives' tasks, you'll want to print this report. This report lists all tasks that have not yet been completed, in order by the due date. You may use the "Assigned to" drop-down list to filter the report by the people to whom the tasks have been assigned. Print this report for distribution with the agenda prior to your meeting. Close this screen to return to the agenda form.



5. The last step in completing your agenda form is to add any Other Business information that your will discuss at your meeting. Click "Save Agenda" when you are finished.



- ii. Use the "edit" buttons to update your agenda information. (This is also the same screen you'll use to update any minutes information.
- iii. Use the "print" button in the "Agenda" column to print the agenda for distribution. (Include any worksheets for Step 4 or Step 5, and the Task report for Step 6 with the agenda.)
- iv. Use the "print" button in the "Minutes Form" column to print the "minutes" worksheet. This worksheet can be used by the individual who is responsible for taking notes during the meeting. On the worksheet you will indicate the team members and guests who attended, take notes on the discussion held during the meeting, report the time of adjournment, and the time and place of the next meeting.



v. Once the meeting has been held, come back to the Agenda/Meeting Minutes web-entry form and use the "edit" button in the "Meeting" column to open the agenda/ meeting minutes form. In the bottom portion of this screen you will enter the attendance, notes on discussion, time of adjournment, and the date and location of the next meeting. Click the "Save Minutes" button to save.

Meeting Minute	S * Enter and Submit foll	owing the SSI meeting.				
Team Members in	n Attendance:					
Dennis Black	Walter Brimfield	☐ Todd Carlson	Dennifer Demboski	Bob Goodrich	☐ Jason Miller	Rhonda Slack
Guests:						
						<u> </u>
Action Taken:						
						<u>~</u>
Adjourned Time:						
Next Meeting Date Meeting Time:	:					
Meeting Location:						
Save Minutes						

vi. You will see in the Agenda/Meeting Minutes list that once the minutes have been entered and saved, the time of adjournment is displayed and the options to print the Agenda and Minutes Form are no longer available. You now have a button to print the final minutes report. You may still edit the minutes by using the "edit" button.



d. Worksheets – The third green button will open a screen where you can print worksheets to use for steps 2 – 6. The worksheet for steps 4-6 are the same ones that you use when completing your agenda.



Center on Innovation & Improvement

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For technical assistance with the Support for School Improvement web entry system please contact:

Janis Langdon 217-732-6462 ext. 23 jlangdon@centerii.org

Bob Goodrich 217-732-6462 ext. 21 bgoodrich@centerii.org